

# OPM Selection Committee Meeting Minutes

April 27, 2022 at 3:00 PM | Room 302, Lynn City Hall

## Attendees:

Attended	Name	Affiliation
Y	Joseph Smart	Deputy Building Commissioner, ISD
Y	Jared Nicholson	Mayor, City of Lynn
Y	Lorraine Gately	Member, Lynn School Committee
Y	Patrick Tutwiler	Superintendent, Lynn Public Schools
Y	Peter Kolokithas	Professional Engineer and Lynn Public Schools Parent
Y	Rick Starbard	Ward 2 Councilor
Y	Danya Smith	Policy Director, Mayor's Office
Y	Jean Fana	Outreach Director, Mayor's Office
Y	Michael Donovan	Chief, ISD

An OPM Selection Committee meeting was held to review proposals and short-list respondents for a project manager, as well as discuss the interview process for the short-listed respondents. Mayor Nicholson, Pickering SBC Chair, called the meeting to order at 3:05 PM. The following was noted:

### I. Vote to approve the meeting minutes from the April 27, 2022 meeting

- a. Mayor Nicholson asked the OPM Selection Committee for a motion to approve the minutes from the previous meeting.

**MOTION:** J. Smart made the motion, seconded by P. Tutwiler, to approve the meeting minutes from the April 27, 2022 meeting.

**The OPM Selection Committee voted unanimously to approve the meeting minutes.**

### II. Review scoring and select short-listed RFS respondents

- a. The OPM Selection Committee reviewed proposals from the following firms:
  - i. CBRE
  - ii. Colliers
  - iii. DORE + WHITTIER
  - iv. Hill International
  - v. LEFTFIELD
  - vi. PCA360
- b. Mayor Nicholson explained that the OPM Selection Committee will walk through scoring for each of the proposals, then D. Smith will add up the scoring which will result in three short-listed respondents. Discussion ensued.
- c. The following firms received the highest scoring and will participate in interviews: Leftfield, Colliers and Hill International.

**No vote taken.**

### III. Plan for interviews

- a. D. Smith distributed the interview questions that the firms will respond to in their presentation and explained that the OPM Selection Committee will score the interviews using the questions. Mayor Nicholson asked if there were any edits or changes to the questions.
- b. Mayor Nicholson asked about members' availability for an OPM Selection Committee meeting the following week to interview the short-listed respondents. Discussion ensued. J. Smart stated that it might make better sense to split up the interviews over two days.
- c. The OPM Selection Committee agreed to schedule two virtual meetings to conduct interviews, including May 2<sup>nd</sup> and May 3<sup>rd</sup>. It was agreed to schedule two interviews on Monday, May 2<sup>nd</sup> and one interview on Tuesday, May 3<sup>rd</sup>.
- d. D. Smith noted that, in advance of the meetings, he will send out relevant materials to the OPM Selection Committee.

**No vote taken.**

**IV. Adjournment**

- a. Mayor Nicholson called for adjournment of the meeting.

**MOTION:** R. Starbard made the motion to adjourn the OPM Selection Committee meeting at 3:33PM, seconded by J. Smart.

**The OPM Selection Committee voted unanimously to adjourn the meeting at 3:33PM.**